

State of Idaho
Office of the Attorney General
OPEN MEETING LAW CHECKLIST
Regular Meetings

Meeting Date and Time:

Meeting Location:

[Idaho Code § 67-2342(4) and (5) – manual page 3]

Before Meeting

🕒 Meeting Notice posted **5 or more** calendar days prior to the meeting date.

[Idaho Code § 67-2343(1) – manual page 3]

🕒 Agenda Notice posted **at least 48 hours** prior to the meeting.

[Idaho Code § 67-2343(1) – manual page 3]

During Meeting [Idaho Code § 67-2342(1), (2) and (3) – manual page 2]

🕒 First: Any agenda amendments? [Idaho Code § 67-2343(1) – manual page 3]

🕒 Secretary or other person appointed to take minutes.

[Idaho Code § 67-2344(1) – manual page 4]

After Meeting

🕒 Minutes available to the public within a reasonable time after the meeting.

[Idaho Code § 67-2344(1) – manual page 4]